



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5402.1D CH-1

Code 0100

9 May 1995

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5402.1D

From: Commanding Officer

Subj: AUTHORIZATION TO SIGN "BY DIRECTION"

Ref: (a) U.S. Navy Regulations
(b) NAVHOSP29PALMSINST 5216.1C
(c) SECNAVINST 5216.5C

1. Purpose. The purpose of this instruction is to establish policy governing authority to sign correspondence "By direction" of the Commanding Officer.

2. Cancellation. NAVHOSP29PALMSINST 5402.1C.

3. Background. Due to the volume of correspondence responded to and initiated by the Command, not all correspondence can be signed by the Commanding Officer. Reference (a), paragraph 0702, authorizes the Commanding Officer to delegate authority to allow subordinates to sign correspondence "By direction". Personnel given this authority must properly execute existing orders and regulations concerning the content and preparation of correspondence following the guidelines provided in references (b) and (c).

4. Policy

a. The Commanding Officer shall personally sign all correspondence concerning the following matters.

(1) Matters altering Command policy, mission, or efficiency.

(2) Correspondence address to the President, Cabinet Members, members of Congress or congressional committees. may be signed by personnel with "By direction" authority.ay 1995

(3) Replies to letters from higher authority in which a negative answer or action is necessary.

(4) Matters of a controversial nature, which may require the Commanding Officer's personal action.

(5) Requests for allotments or funds.

(6) Requests for construction or relating to major repair projects prior to final authorization.

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(7) Replies or comments related to external inspections, surveys and audits.

(8) Recommendations or comments on recommendations concerning organizational deviations.

(9) Matters concerning adjustments to military allowance and complements.

(10) Matters concerning adjustments to civilian personnel actions and allowances.

(11) Criticism or censure of any nature.

(12) Military disciplinary actions.

(13) Commendatory letters.

(14) Boards of investigations.

(15) Legal matters involving claims against the Government.

(16) Aircraft accident/incident reports.

(17) Correspondence where the importance of content or the rank or position of the person addressed makes it desirable that the reply be signed by the Commanding Officer.

(18) Such other subjects as the Commanding Officer may be required to sign by law, or in which he indicates a specific interest.

b. All other correspondence not specifically listed in (4(a)) may be signed by personnel with "By direction" authority.

c. Command letterhead is only authorized for use by the Commanding Officer and personnel with "By direction" authority. In all cases, the "From" line must read "Commanding Officer".

5. Action

a. Commanding Officer shall assign, in writing, personnel authorized to sign "By direction".

b. Central Files shall:

(1) Conduct a weekly quality control review of "By direction" correspondence.

(2) Ensure copies of all "By direction" correspondence are forwarded to the Commanding Officer, Executive Officer and Director for Administration weekly.

(3) Make recommendations to rescind "By direction" authority, when deemed necessary.

(4) Hold Command "By direction" classes for "By direction" signatories.

(5) Retain a file copy of all "By direction" letters of authorization.

c. "By direction signatories" shall:

(1) Ensure correspondence is of routine nature and concerns matters strictly under their jurisdiction and technical cognizance.

(2) Ensure copies of all "By direction" correspondence are forwarded to Central Files for incorporation in Command files.

6. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms authorized by the Commanding Officer to have "By direction" authority.

C. S. Chitwood

C. S. CHITWOOD

Distribution:
List A



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Code 0100
14 Jul 1995

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5402.1D CHANGE
TRANSMITTAL 1

From: Commanding Officer

Subj: AUTHORIZATION TO SIGN "BY DIRECTION"

Encl: (1) Revised pages 1 and 2

1. Purpose. To transmit change 1 to the basic directive.
2. Action. Remove present pages 1 and 2 to the basic directive and replace with enclosures (1) and (2) furnished herewith.
3. Filing. This change transmittal should be filled immediately following the signature page of the basic directive.

A handwritten signature in black ink, appearing to read "Lou Grantham Jr.", is positioned above the printed name.

LOU GRANTHAM JR.
By direction